

# SAFETY INSPECTION CHECKLIST

Kitchens/Snack Bar/Speed Lines

(Reports due to Risk Management in the months of September, December, March & June)

School Site \_\_\_\_\_ Date \_\_\_\_\_

Person Conducting Inspection \_\_\_\_\_ Quarter (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>) \_\_\_\_\_

Site Administrator: \_\_\_\_\_ Site Administrator's Signature: \_\_\_\_\_

This checklist is intended to use as a guide to look for unsafe conditions. S= Satisfactory, U= Unsatisfactory, N/A= Not Applicable, PP= Principal Priority, and WO#= Work Order Number

**Inspect the following:**

	S	U	N/A	PP	WO#
Exits property marked and exit lights working					
Exits unobstructed					
Aisles and passageways clear of obstruction					
Access to electrical, gas & water shut-offs unobstructed					
Vents and electrical panels unobstructed					
Exhaust hoods and ventilation ducts are installed with an automatic dry chemical fire extinguishing system and is in good working order					
Filters over cooking areas are clean and free of grease					
Electrical powered equipment wiring in good condition and properly grounded					
Ground prongs in good condition, no ground prongs broken from plug					
Electrical circuits are not overloaded					
Electric extension cords have adequate capacity for intended use and are unplugged when not in use					
No extension cords used as permanent wiring; power strips with circuit breakers may be used but not "piggybacked"					
Floors clean and free from tripping/slipping hazards					
Floor mats; need to not be curled up on ends or worn out					
Floors have non-slip coating					
Floor drains prevent water accumulation in traffic areas					
Storage rooms are clean and orderly; nothing touches ceiling and there should be a 24" space between ceiling and items					
Heavy items stored on lower shelves in storage room and freezer ( <b>not above shoulder height</b> ).					
Knives are clean and stored in appropriate storage areas					
Personal protective equipment such as eye protection and gloves are readily available					
Material Safety Data Sheets are available for all chemicals					
All cleaning chemicals and supplies segregated from food supplies					
All chemicals stored below eye level					
All containers property labeled					
Fire extinguisher signs present					
Fire extinguishers maintained/charged. Inspected, tag dated and initialed monthly.					

Describe any unsafe conditions not listed above.


What are you doing in the interim?
